



**STATE OF WASHINGTON
ENVIRONMENTAL AND LAND USE HEARINGS OFFICE**

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Minutes of Meeting

October 11, 2012

9:00 a.m.

The October 11, 2012 staff meeting was called to order by Chair Kathleen Mix in the Boards' office in Tumwater, Washington. Present were Chair Kathleen Mix, Board Members Bill Lynch and Tom McDonald, Growth Management Hearings Board Member Nina Carter, Administrative Appeals Judges Kay Brown and Joan Marchioro, and the administrative staff consisting of Paulette Yorke, Janet Buechler, Vanessa Smith, and Lynn Truong.

Minutes of the August 15, 2012 meeting were reviewed. The minutes were approved as submitted following appropriate motion. Working with the AGO regarding training, reports, and continued streamlining of communication was noted as a follow-up item to the August meeting.

The monthly case statistics reports for August and September were considered.

Appellate Report

Jan reported that two PCHB cases have been appealed to Superior Court since the last meeting. Vanessa reported that the GMHB received a total of five new Superior Court appeals, challenging two of the Board's decisions. Bill announced that the Board was recently upheld in a decision of the Court of Appeals Division III.

Budget Report

Kathy reported that ELUHO's budget remains positive. However, agencies are being asked to start considering reduction ideas. She directed the Board's attention to an October 5, 2012 Memorandum from OFM Director Stan Marshburn regarding the 2013-2015 Budget Development. ELUHO has not yet been asked to propose cuts. The agency's 13-15 budget submittal included a summary of action taken to become a consolidated, more efficient agency.

Nina gave a recap of Linda Steinman's presentation at the GMHB annual meeting. A brief discussion regarding the ELUHO case statistics document which was provided to OFM followed.

Subscriptions

Kathy then asked Board members and Judges to consider the agency's current subscriptions and think about which of them should be kept or eliminated. Joan, Jan, and Paulette will work together and develop a recommendation. There was a brief discussion regarding legal research services and the possibility of refining the PCHB/SHB website decision search.

Copying Ecology on Correspondence

Next, Jan asked the Board's opinion on the current practice of providing copies of all correspondence and decisions to various Department of Ecology staff in addition to counsel of record. Following discussion, it was decided that only the initial scheduling letter will be sent to the Appeals Coordinator for the Department of Ecology. Jan will draft a letter to Ecology to give notice of the change and work with Kathy and Tom on any follow up matters.

Policies

Kathy reported that the GMHB has formed a subcommittee to review and discuss the draft ELUHO policies. She briefly described the concerns of the GMHB members and asked all present to review and provide any further comments on the policies before the next staff meeting.

Update from GMHB Annual Board Meeting & Survey Monkey

Nina gave an overview of the GMHB's October 3-4, 2012 Annual Meeting. The Board's 2012 Stakeholder Survey results and comments were considered. It was agreed that the Environmental Boards should also conduct a survey. Kathy asked that suggestions for potential questions be given to her in the next few weeks. Jan, Vanessa, and Kay will work on the logistics of the survey.

Transition

Kathy informed the Board that the agency's transition documents have been submitted to the Governor's office and briefly explained the purpose of these documents.

Good of the Order

Tom and Paulette gave an overview of the NAA Public Disclosure Conference they recently attended.

Paulette reported that Parks is developing a "Scent Free" policy to accommodate its employees with scent sensitivities.

Tom informed the Board that the Alternative Dispute Resolution and Environmental and Land Use Law Sections of the WSBA are looking for cases to mediate. He will obtain more information and follow up.

Paulette will attend the upcoming Lean Transformation Conference on behalf of the agency.

The meeting adjourned at 11:00 a.m.

Vanessa Smith
Administrative Assistant